

# Short Wood Primary School

## Freedom of Information Policy

Date of Policy creation	October 2012
Policy lead	Joy Murray
Date of Policy adoption by Governing body	10.12.2015
Frequency of review	Every 3 years
Review due	October 2018

**This is Short Wood Primary School's Publication Scheme  
on information available under the Freedom of Information Act 2000**

*The governing body is responsible for maintenance of this scheme.*

### **1. Introduction: what a publication scheme is and why it has been developed**

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

To do this we must produce a publication scheme, setting out:

- *The classes of information which we publish or intend to publish;*
- *The manner in which the information will be published; and*
- *Whether the information is available free of charge or on payment.*

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is available in paper form from the school.

Some information which we hold may not be made public, for example personal information.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.



## 2. Aims and Objectives

The school aims to:

- enable every child to fulfil their learning potential, with education that meets the needs of each child,
- help every child develop the skills, knowledge and personal qualities needed for life and work,

and this publication scheme is a means of showing how we are pursuing these aims.

## 3. Categories of information published

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as ‘classes’. These are contained in section 6 of this scheme.

The classes of information that we undertake to make available are organised into four broad topic areas:

*School Prospectus* – information published in the school prospectus.

*Governors’ Documents* – information published in the Governors Annual Report and in other governing body documents.

*Pupils & Curriculum* – information about policies that relate to pupils and the school curriculum.

*School Policies and other information related to the school* - information about policies that relate to the school in general.

## 4. How to request information

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, fax or letter. Contact details are set out below.

Tel: **01952 - 387361**

Fax: **01952 - 387367**

Contact Address: **Short Wood Primary School, Limekiln Lane, Wellington, Telford, TF1 2JA.**

To help us process your request quickly, please clearly mark any correspondence “**PUBLICATION SCHEME REQUEST**” (in CAPITALS please)

If the information you’re looking for isn’t available via the scheme you can still contact the school to ask if we have it.

## 5. Paying for information

Single copies of information covered by this publication are provided free. However if your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated by a £ sign in the description box.



## 6. Classes of Information Currently Published

**School Prospectus** – this section sets out information published in the school prospectus.

Class	Description
<b>School Prospectus</b>	<p>The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school’s discretion):</p> <ul style="list-style-type: none"> <li>● the name, address and telephone number of the school, and the type of school</li> <li>● the names of the head teacher and chair of governors</li> <li>● information on the school policy on admissions</li> <li>● a statement of the school's ethos and values</li> <li>● details of any affiliations with a particular religion or religious denomination, the religious education provided, parents' right to withdraw their child from religious education and collective worship and the alternative provision for those pupils</li> <li>● information about the school's policy on providing for pupils with special educational needs</li> <li>● number of pupils on roll and rates of pupils’ authorised and unauthorised absences</li> <li>● National Curriculum assessment results for appropriate Key Stages, with national summary figures</li> <li>● the arrangements for visits to the school by prospective parents</li> </ul>

**Governors’ Annual Report and other information relating to the governing body**– this section sets out information published in the Governors’ Annual Report and in other governing body documents.

Class	Description
<b>Governors’ Annual Report</b>	<p>The statutory contents of the governors’ annual report to parents are as follows, (other items may be included in the annual report at the school’s discretion):</p> <ul style="list-style-type: none"> <li>● details of the governing body membership, including name and address of chair and clerk</li> <li>● a statement on progress in implementing the action plan drawn up following an inspection</li> <li>● a financial statement, including gifts made to the school and amounts paid to governors for expenses</li> <li>● a description of the school’s arrangements for security of pupils staff and the premises</li> <li>● information about the implementation of the governing body’s policy on pupils with</li> </ul>



	<p>special educational needs (SEN) and any changes to the policy during the last year</p> <ul style="list-style-type: none"> <li>● a description of the arrangements for the admission of pupils with disabilities; details of steps to prevent disabled pupils being treated less favourably than other pupils; details of existing facilities to assist access to the school by pupils with disabilities; the accessibility plan covering future policies for increasing access by those with disabilities to the school</li> <li>● a statement of policy on whole staff development identifying how teachers' professional development impacts on teaching and learning</li> <li>● number of pupils on roll and rates of pupils' authorised and unauthorised absence</li> <li>● National Curriculum assessment results for appropriate Key Stages, with national summary figures</li> <li>● a statement of the extent to which proposals in the post- inspection action plan have been carried into effect</li> </ul>
<p><b>Instrument of Government</b></p>	<ul style="list-style-type: none"> <li>● The name of the school</li> <li>● The category of the school</li> <li>● The name of the governing body</li> <li>● The manner in which the governing body is constituted</li> <li>● The term of office of each category of governor if less than 4 years</li> <li>● The name of any body entitled to appoint any category of governor</li> <li>● Details of any trust</li> <li>● If the school has a religious character, a description of the ethos</li> <li>● The date the instrument takes effect</li> </ul>
<p><b>Minutes<sup>1</sup> of meeting of the governing body and its committees</b></p>	<p>Agreed minutes of meetings of the governing body and its committees [<i>current and last full academic school year</i>]</p>

<sup>1</sup> Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this



**Pupils & Curriculum Policies** - This section gives access to information about policies that relate to pupils and the school curriculum.

<b>Class</b>	<b>Description</b>
Home – school agreement	Statement of the school’s aims and values, the school’s responsibilities, the parental responsibilities and the school’s expectations of its pupils for example homework arrangements
Curriculum Policy	Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school
Sex Education Policy	Statement of policy with regard to sex and relationship education
Special Education Needs Policy	Information about the school's policy on providing for pupils with special educational needs
Accessibility Plans	Plan for increasing participation of disabled pupils in the school’s curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled pupils.
Race Equality Policy	Statement of policy for promoting race equality
Collective Worship	Statement of arrangements for the required daily act of collective worship
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.
Pupil Discipline	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.



**School Policies and other information related to the school** - This section gives access to information about policies that relate to the school in general.

<b>Class</b>	<b>Description</b>
Published reports of Ofsted referring expressly to the school	Published report of the last inspection of the school and the summary of the report and where appropriate inspection reports of religious education in those schools designated as having a religious character
Post-Ofsted inspection action plan	A plan setting out the actions required following the last Ofsted inspection and where appropriate an action plan following inspection of religious education where the school is designated as having a religious character
Charging and Remissions Policies	A statement of the school's policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted, for example school publications, music tuition, trips
School session times and term dates	Details of school session and dates of school terms and holidays
Health and Safety Policy and risk assessment	Statement of general policy with respect to health and safety at work of employees (and others) and the organisation and arrangements for carrying out the policy
Complaints procedure	Statement of procedures for dealing with complaints
Performance Management of Staff	Statement of procedures adopted by the governing body relating to the performance management of staff and the annual report of the head teacher on the effectiveness of appraisal procedures
Staff Conduct, Discipline and Grievance	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance
Curriculum circulars and statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the head teacher or governing body relating to the curriculum
Other documents	Other documents can be found in the school policy document folder located in the Administrator's office or the Head's office



## 7. Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to ***Susan Harris Head Teacher.***

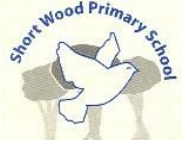
If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints. They can be contacted at:

***Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or  
Enquiry/Information Line: 01625 545 700***

**E Mail:**[publications@icfoi.demon.co.uk](mailto:publications@icfoi.demon.co.uk).

**Website :**[www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class 1 – Who we are and what we do</b> (Organisational information structures, locations and contacts). This will be current information only		
Who's in the school	Website	
Who's on the Governing Body and the basis of their appointment	Website	
Instrument of Governance	Hard copy in school	
Contact details for the Head Teacher and Governing Body	Website	
School Prospectus	Website	
Staffing Structure	Hard copy in school	
School session times and term dates	Website	



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<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Annual budget plan and financial statements	Hard copy in school	
Capital funding	Hard copy in school	
Additional funding	Hard copy in school	
Procurement and projects	Hard copy in school	
Pay Policy	Hard copy in school	
Staffing and grading structure	Hard copy in school	
Governors' allowances	Hard copy in school	

<b>Class 3 – What our priorities are how and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews). Current information as a minimum.		
Latest OFSTED Report	Website	
Appraisal Policy and procedures adopted by Governing Body	Hard copy in school	
<i>Schools future plans/School Development Plan</i>	Hard copy in school	
Policies and Procedures	Hard copy in school or Website	

<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous three years as a minimum		
Admissions Policy	Website	
Agenda of meetings of Governing Body	Hard copy in school	
Minutes of meetings of Governing Body	Hard copy in school	







Emergency Procedure and Management Plan Health and Safety including Risk Assessments Lettings Security including Lone Workers	Hard copy in school Hard copy in school Hard copy in school Hard copy in school	
<b>Records management and personal data policies including:</b> <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention, destruction and archive policies</li> <li>• Data Protection (including information sharing policies)</li> </ul>	Hard copy in school Hard copy in school Hard copy in school	

<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only		
Curriculum circulars	Hard copy in school	
Disclosure Logs	Hard copy in school	
Asset register	Hard copy in school	
Any information the school is currently legally required to hold in publicly available registers (This does not include the Attendance Register)	Hard copy in school	

<b>Class 7 – The services we offer</b> Information about the services we offer, including leaflets, guidance and newsletters. Current information only		
Extra-curricular activities	Hard copy in school	
After School Clubs	Hard copy in school	
School Publications and Newsletters	Website, Hard copy in school	
Services for which the school is entitled to recover a fee, together with those fees	Hard copy in school	



Schedule of Charges

<b>Type of Charge</b>	<b>Description</b>	<b>Basis of Charge</b>
Disbursement Cost	Photocopying/Printing @ 1p per sheet (black and white)	Actual cost
	Photocopying/Printing @ 3p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
Statutory Fee		In accordance with relevant legislation